Minutes of the Graduate Faculty Council Meeting

Tuesday, November 4, 2014

Members (16): Andrew Storer (SFRES), Louisa Kramer (Geo), Kari Henquinet (PCorps), Erika Hersch-Green (BioSci), Caryn Heldt (ChemEng), Shane Mueller (CogSci), Warren Perger (ElecCompEng), Noel Urban (NonDeptEnvir), Keat Ghee Ong (BioMedEng), Qinghui Chen (Kines), Craig Friedrich (MEEM), Judith Perlinger (Atmos), Audrey Mayer (SocSci), Ashutosh Tiwari (Chem), Yu Cai (SOT), Tom Merz (Bus)

Guests (9): Debra Charlesworth (Grad Sch), Sasha Teymorian (GSG), Nancy Byers Sprague (Grad Sch), Annelise Doll (Library), Theresa Jacques (Registrar’s), Jarood Karau (IT), Josh Olson (IT), Heather Suokas (Grad Sch), Brian Barkdoll (Senate)

1) Meeting called to order at 4:03 pm.

2) Review and approval of 10/14/14 meeting minutes.

3) Committee Reports:
   a. Graduate Faculty Review Guidelines (Dean Huntoon): To be discussed on 11/11/14.

4) Old Business:
   b. Assuring Graduate Students’ Compliance w/Existing Safety Policy (A. Storer): To be discussed in more detail on 11/11/14. An email summarizing issues raised in the Department of Chemistry has been shared with the Compliance Office. The key issues were raised were 1. The large number of chemicals that a graduate student may utilize during their time here and the fact that more than one student accesses the same supply of a chemical, 2. Department safety officer should not be the ones signing off on the form - the advisor and chair should do this and 3. Most teaching labs have a lab manager or supervisor who is responsible for ensuring that the lab is in compliance and who works with the TAs to ensure this each semester. A copy of a form used in the Department of Chemistry was included in the email. The email and form will be part of the handouts for the more detailed discussion on 11/11/14.

5) New Business:
   a. Update from IT (J. Olson/J. Karau): Please see the handouts section of the GFC website for complete presentation.
      • (Q): In regards to slide 7 (Implementing Windows SCCM and Fischer Identity Management) will these features be compatible with VPN (when off campus or having to remote in) and Mac?
      • (A): This will be looked into and the answer will be emailed to H. Suokas to distribute to the council.
      • (Q): The WorkFlow system is horrendously slow when accessing application images. Is there anything that can be done?
      • (A): This will be looked into and the answer will be emailed to H. Suokas to distribute to the council.
      • (C): Some in the Social Sciences department feel as though Student Affairs is prioritized in terms of IT support.
      • (A): The IT management team has been discussing that issue. Student Affairs is not prioritized but the perception is being addressed.
   b. Accelerated MS Deferrals (C. Friedrich): To be discussed on 11/11/14.
d. Prerequisite Checking (T. Jacques): As a general rule, the Registrar’s Office does not check prerequisites for graduate students. A few years ago the School of Business asked that the Registrar’s office turn on the prerequisite checks for their students. This worked fine. Last year Mechanical Engineering asked for the same service. The unintended consequence was that mechanical engineering students were unable to get into the classes whereas students from other departments were able to get in (because their prerequisites were not checked). Would you like the Registrar’s Office to start checking prerequisites for graduate students across the board? Keeping in mind that if you add prerequisites to your courses they should probably be graduate level. This will ensure that they have an opportunity to take the prerequisite. If you list undergraduate courses for your prerequisites, you may need to grant prerequisite waivers. Also, what do you want the minimum grade to be? Passing for undergraduates is a D so that is their minimum grade.

• (Q): If a unit does not want to have their prerequisites checked then they could just remove prerequisites from their classes?
• (A): Yes.
• (Q): Would removing prerequisites have to go through the binder process?
• (A): Yes.
• (Q): Why do some departments want their prerequisites checked?
• (A): In Mechanical Engineering some graduate courses are directly built upon specific undergraduate courses. Faculty finds themselves teaching the graduate course at the level of the least prepared student. It detracts from the course. Since “turning on” the prerequisite checks, the quality of the courses has risen.
• (Q): Would the Registrar’s Office write up a document that explains the issues?
• (A): Yes. This will be provided before the meeting on 12/4/14.
• TO DO: Take this back and discuss with your departments. Consider how this would impact your individual programs.

e. Changing History (T. Jacques): Dean Huntoon sent a memo on August 6, 2014 to the Provost, Academic Deans, members of the Graduate Faculty Council, and members of the Graduate Student Government addressing the issue of “changing history.” In the past students who were switching from a research-based master’s degree to a coursework-only degree were being allowed to “change history” by re-coding some of the research credits they earned as coursework credits. This is will no longer be allowed. If students find themselves in the situation of needing to change from a research-based to a coursework only degree they will need to contact their Graduate Program Director who will need to send a memo on their behalf to Nancy Byers Sprague in the Graduate School. The goal of the Registrar’s Office and the Graduate School is to ensure that the student’s academic record is a true reflection of what the student actually did. The Graduate School staff will consider these requests for a modification of students’ degree schedules on an individual basis.

• (C): The memo states, “the current rules regarding the types of credits that can be applied toward a specific degree will be reviewed by the Graduate Faculty Council...” This will be an upcoming agenda item.
• (C): Some good advice for faculty is to have them review their course rosters at the beginning of the semester to ensure that the students who are enrolled in their research classes are really doing research. Evaluate whether they should really be in an independent study. This advice should be passed on to others in your department.

f. Graduate Research Colloquium (S. Teymorian): To be discussed on 11/11/14.

6) Suggestion to Add an Additional November Meeting (A. Storer): The council agrees another meeting is needed to work through items on the existing agenda. The next meeting will be on Tuesday, November 11, 2014.

7) Motion to adjourn at 5:00 pm.
November 4, 2014
(Last update: 11/4/14)

Handouts of the Graduate Faculty Council

Michigan Tech
Graduate Faculty Status Review Template

This template is meant to assist unit chairs/dean/heads with the periodic review of the qualifications of each of their graduate faculty-eligible members as per Section 1.5.3 “Graduate Faculty Status” of the Faculty Handbook. This completed form will be reviewed by the Dean of the Graduate School and will be used to update the listing of eligible Graduate Faculty.

This review shall take place every 6 years from the start of the member’s eligible status as graduate faculty. To retain the status of Graduate Faculty, the unit chair/dean must circle at least one item in A. Section 1 and one item in B. Section 2 related to the faculty member under review.

1. Qualifications of Graduate Faculty. Does the faculty member under review meet one or more of the following criteria? (circle all that apply):
   a. Possesses experience and continued interest in the conduct of research.
   b. Has the necessary background for, and a continued interest in, teaching graduate courses.
   c. Has continuing interest in serving as a graduate student advisor.

2. Evidence of Qualifications. Does the faculty member under review meet one or more of the following criteria? (circle all that apply):
   a. Are currently involved in research work or graduate instruction or in advising graduate students.
   b. Regularly published articles in recognized journals having national distribution or books related to their field of study.
   c. Have earned the terminal degree in their field.

Response by reviewee:

Faculty members should indicate in writing below whether or not they concur with the unit chair/dean’s review. If the faculty member does not concur, the member should support their argument describe their reasons for refuting this review; providing relevant evidence for scholarly activity should be listed here.

Commented [JP1]: I don’t think we officially have any heads anymore, but we should probably include school deans here.
Commented [A2]: Should?
Commented [JP3]: ‘Shall’ seems fine to me.
Commented [A4]: Can service on graduate committees be included here?
Commented [LK5]: I also feel that it should be included. This could be important as some faculty members may not be advising students but will still be on committees.
Commented [JP6]: I would be in favor of that, but it is not included in the faculty handbook statement. Is this something the grad faculty could vote on, or does the senate have to deliberate on changes to the faculty handbook?
Commented [A7]: What does “regularly” mean? Can conference proceedings count? Attendance at professional meetings?
Commented [JP8]: Based on the lack of details in the handbook, this appears to be left up to interpretation by the chair/dean.
To be completed by all graduate students in the term they wish to complete their degree or leave the University. See Safety, Health and Environmental Policies: Section 3.3 Employees and Graduate Students Leaving the University or Department Transfers.

The graduate degree will not be awarded until this form is completed by the student and approved by the department.

Name: ___________________________ ___________________________ ID/M-number: _______________ Date: _______________

Department: ___________________________ Degree: _______________

Did you do research and/or teaching in a laboratory or a similar facility either on or off campus?  ☐ Yes  ☐ No
(This does not include departmental computer labs or your office.)

List building(s) and room(s) including off-campus buildings and field sites where you did research/teaching.

Did you use any equipment or instruments as part of your graduate research/teaching?  ☐ Yes  ☐ No
List the equipment/instruments that you used (on and off campus) for your graduate research/teaching.

☐ I certify that the equipment listed above has been cleaned as needed and is ready for the next user.  ☐ Borrowed equipment, if applicable, has been returned.

Did you use any chemicals or other hazardous materials for your graduate research/teaching?  ☐ Yes  ☐ No
(This includes but is not limited to paints, adhesives, solvents, fuel, radioisotopes, nanomaterials, biologicals, etc.)

☐ I certify that all chemical/hazardous waste generated by my research/teaching has been properly disposed.

Are there any surplus chemicals in original containers remaining from your research/teaching?  ☐ Yes  ☐ No

☐ I certify that all surplus chemicals are listed below and are properly labeled, stored and reassigned.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Location (building room)</th>
<th>Transferred to (Responsible Person)</th>
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<tbody>
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Did you create or use any samples, standards, chemical aliquots, prepared reagents, stock solutions, working dilutions, products or other similar materials during your research/teaching?  ☐ Yes  ☐ No

Will any of the items that you created or used during your research/teaching be retained for future research, teaching or use by others?  ☐ Yes  ☐ No
I certify that all remaining samples and other materials that were used or created during my graduate work are properly labeled, stored and reassigned as described in the table below.

<table>
<thead>
<tr>
<th>Sample / Description</th>
<th>Location (building room)</th>
<th>Transferred to (Responsible Person)</th>
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</tbody>
</table>

I certify that my office and other workspace(s) used during my graduate work are clean and ready for the next user. All unused materials, supplies and waste (including chemicals, samples, trash, scrap, etc.) have been reassigned, removed and/or properly disposed.

I agree to return my office and other workspace keys to Public Safety and Police Services before I leave the University.

Signed by:

Student (print / type name) _______________________________  Signature _______________________________  Date ____________

Advisor (print / type name) _______________________________  Signature _______________________________  Date ____________

Department Safety Officer (print / type name) _______________________________  Signature _______________________________  Date ____________

Department Chair (print / type name) _______________________________  Signature _______________________________  Date ____________
3.3 Employees and Graduate Students Leaving the University or Department Transfers

**Policy:** Department chairs are responsible for ensuring that each employee or graduate student has properly disposed of all scrap, raw materials, product samples, waste, and laboratory samples from their office and work areas prior to leaving the University or transferring to another department. Another department member(s) must accept responsibility for any equipment, unused chemicals, or product samples that are not disposed. An exit statement of compliance, including an inventory of all equipment and materials retained and the name of the person to whom they have been transferred, shall be made in writing by the department chair, signed by the exiting employee or graduate student, and kept on file for three years.
New Research Tuition Options

Original Proposal – Proposal Version A

Full-Time (9 credits); Part-Time (6 credits); 3 Credit (minimum enrollment).

Full-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project.

Part-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project but wish to take a course in addition to their research credits and/or do not need to be enrolled full-time. Students in this category could take at least 3 credits of coursework at the regular Research-Based Program Tuition Rate in order to be full-time (as is required for supported students).

Students would use the 3 credit option when completing the degree and during summers.

There will be an associated change in eligibility for PhD students who will now need to complete a minimum of 2 full-time semesters at regular tuition (18 credits minimum) for post-master’s students and a minimum of 30 credits for pre-master’s students before entering into research mode. This is in addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the research proposal exam.

Amended Proposal – Proposal Version B (difference from A is marked in green) (Proposed at September 2014 GFC Meeting)

Full-Time (9 credits); Part-Time (6 credits); 3 Credit (minimum enrollment).

Full-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project.

Part-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project but wish to take a course in addition to their research credits and/or do not need to be enrolled full-time. Students in this category could take at least 3 credits of coursework at the regular Research-Based Program Tuition Rate in order to be full-time (as is required for supported students).

Students would use the 3 credit option when completing the degree and during summers.

There will be an associated change in eligibility for PhD students who will now need to complete a minimum of 2 full-time semesters at regular tuition (18 credits minimum) for post-master’s students who did not complete their master’s degree at Michigan Tech and a minimum of 30 credits for pre-
master’s students before entering into research mode. This is in addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the research proposal exam.

Amended Proposal – Proposal Version C (difference from A is marked in green) (Proposed at October 2014 GFC Meeting)

Full-Time (9 credits); Part-Time (6 credits); 3 Credit (minimum enrollment).

Full-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project.

Part-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project but wish to take a course in addition to their research credits and/or do not need to be enrolled full-time. Students in this category could take at least 3 credits of coursework at the regular Research-Based Program Tuition Rate in order to be full-time (as is required for supported students).

Students would use the 3 credit option when completing the degree and during summers.

There will be an associated change in eligibility for PhD students. Post-master’s students who did not complete their master’s degree at Michigan Tech will need to complete a minimum of 18 credits at the 3000 level or above prior to entering research mode. Pre-master’s students will need to complete a minimum of 20 credits at the 3000 level or above before entering research mode. This is in addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the research proposal exam.
NEW IT LEADERSHIP

it-help-mgmt@mtu.edu
www.it.mtu.edu
WE WANT YOUR FEEDBACK

• 2014 Survey Results
  • http://www.it.mtu.edu/OIT/projects-reports.php
REACHING THE STUDENTS

MEET BRIAN.

BRIAN IS MICHIGAN TECH’S OUTREACH COORDINATOR. HE'S ON CAMPUS EVERY WEEK TO CHAT WITH YOU ABOUT IT. AT MICHIGAN TECH, SOMETIMES HE GIVES AWAY COOL STUFF, TOO. THIS WEEK LOOK FOR BRIAN AT:

FISHER HALL
FRI, SEPT 12
10AM-1PM

OPEN STUDENT I.T. FORUM
Sponsored by Michigan Tech Information Technology

September 24, 2014, 6:00pm - 8:00pm
Memorial Union Building, Alumni Lounge

• Graduate Orientation
• GSG
• USG
• IRHC
• MESAC
REACHING THE FACULTY & STAFF

• Academic Forum
• CSA College Council
• Deans & Directors
• Upcoming:
  • Computer Science
  • School of Business
• Open Invitation
ROOT CAUSE ANALYSIS

• Software installs & troubleshooting
  • Implementing Windows SCCM for software self-service

• Password Resets
  • Implementing Fischer Identity Management (Self-service password reset)

• Computer Support
  • Standardizing software images
  • Developing standard build process procedures
    • Objectively measuring results
GRADUATE STUDENT RESOURCES

IT Resources for Graduate Students

Requesting IT Help
- Email: it-help@mtu.edu
- Phone: (906) 487-1111
- Visit the IT and Library Service Center on the first floor in the Van Pelt and Opie Library
- We’re on Facebook! Visit us at: http://facebook.com/MichiganTechIT

Michigan Tech IT Information

<table>
<thead>
<tr>
<th>Michigan Tech IT Web site:</th>
<th><a href="http://www.it.mtu.edu">www.it.mtu.edu</a></th>
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<tbody>
<tr>
<td>Software Download Center:</td>
<td>downloads.it.mtu.edu</td>
</tr>
<tr>
<td>Michigan Tech IT Facebook Page:</td>
<td>facebook.com/MichiganTechIT</td>
</tr>
<tr>
<td>Michigan Tech IT Twitter Feed:</td>
<td>twitter.com/MichiganTechIT</td>
</tr>
<tr>
<td>IT Status Page:</td>
<td>status.it.mtu.edu</td>
</tr>
<tr>
<td>IT Blog:</td>
<td>blogs.mtu.edu/it</td>
</tr>
<tr>
<td>Text Updates:</td>
<td>Text line to 555-888 (standard rates apply)</td>
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</tbody>
</table>

Lab Seats on Campus
Michigan Tech IT provides computers available for student use on campus in a variety of locations, from open labs to graduate labs.

The labs restricted for graduate student use are:

- AQB G05 College of Business Grad Students
- Dow 211 GMES Grad Students
- Dow 853 Civil and Environmental Grad Students
- M&M G31A MSE Grad Students
- MEEM 707 Grad Students
- Noblet G036 SFRS Grad Students

H: and M: Drive - What is it and how do I use it?
Your home directory (H: Drive) is a place to store files that you can access anywhere on or off campus. The M: Drive is a department- and program-specific share. More information is at it.mtu.edu/m-drive.

Remote Access
Need to connect to an MTU server from off-campus? Remote Desktop Protocol (RDP) instructions are at it.mtu.edu/remote.php.

Printing on Campus
There are 23 printers across campus - 13 have color printing capabilities - and all have free scan-to-email capability available to all students, faculty, and staff.

Black and white printing is free, with a nominal charge for color printing. More information on printing and necessary software downloads is at it.mtu.edu/printing.

Research Computing and Visualization
Michigan Technological University has several computing and visualization clusters and one-off workstations, for research and teaching. For more information, please contact Gowtham, Director of Research Computing (gb@mtu.edu/906-487-3598) or visit http://hpc.mtu.edu/.

Anti-virus Software - Microsoft Security Essentials
Available to students, faculty, or staff through an agreement between Michigan Tech and Microsoft. Microsoft Security Essentials is free and readily available for download on Windows computers. If you currently have an alternative anti-virus solution installed such as McAfee, you will need to uninstall it prior to installing Security Essentials.


Software Download Center
Michigan Tech faculty, staff, and students can download software that is licensed for use on their personally-owned computers, including Matlab, Microsoft Office, and more. Check it out at: http://it.mtu.edu/downloads.
GRADUATE COMPUTING REVIEW

• Visit every department
• Understand needs
• Develop standard base environments
FREE SOFTWARE

• downloads.it.mtu.edu
• Microsoft Security Essentials (Anti-Virus)
• AutoCAD, EndNote, Matlab, Mathematica, Microsoft Office 365 ProPlus, Microsoft DreamSpark, and more
WIRELESS LOUNGES

Repurposed Library furniture
- AOB G04
- Chemsci 717, B10
- Dillman 209
- EERC 318
- Fisher 232
- M&M U203
- MEEM 125
- Rekhi 113
- SDC 236

Full list at www.it.mtu.edu/computer-labs
WIRELESS

- Removed bandwidth cap
- Removed Bradford Persistent Agent
- 6,000 clients (peak)
CONNECT WITH US

- Facebook: /MichiganTechIT
- Twitter: @MichiganTechIT
- Text itinfo to 555-888 to subscribe to updates (standard text rates apply)
- www.it.mtu.edu
- status.it.mtu.edu
GETTING HELP

• Call 906-487-1111

• Email it-help@mtu.edu

• Not getting help? Email it-help-mgmt@mtu.edu
To: Provost Seel – Academic Affairs, Dean Pennington – College of Engineering, Dean Seely – College of Sciences and Arts, Dean Klippel – School of Business and Economics, Dean Sharik – School of Forest Resources and Environmental Sciences, Dean Frendewey – School of Technology, Members of the Graduate Faculty Council, Members of the Graduate Student Government

Cc: Theresa Jacques – Registrar’s, Nancy Byers Sprague – Graduate School

From: Dean Huntoon – Graduate School

Date: August 6, 2014

Re: “Changing History” – Research/Coursework Credits

It has been brought to my attention that, in the past, students who were switching from a research-based master’s degree to a coursework-only degree were being allowed to “change history” by re-coding some of the research credits they earned as coursework credits.

While the spirit of this practice is laudable, since it is done to help students complete their degrees in a timely manner, it must now cease because the practice of changing students' academic records is not permissible unless it is done only to correct a preexisting mistake.

In the past, this type of change to a student's record was accomplished via a memo to the Registrar’s Office asking that a certain number of credits of research be changed to an equivalent number of credits of a special topics course. In the future, students who find themselves in the situation of needing to change from a research-based to a coursework only degree will need to contact their Graduate Program Director who will need to send a memo on their behalf to Nancy Byers Sprague (nspr@mtu.edu) in the Graduate School.

The Graduate School staff will consider these requests for a modification of students' degree schedules on an individual basis. Such modifications are not guaranteed and it is therefore important that students, advisers, Graduate Program Directors and Department Chairs provide guidance to students about the fact that research credits cannot normally be applied toward coursework-only degrees. Students who are in research-based master's programs need to understand that the research credits they earn may not be allowed to count toward a coursework-only degree and therefore they should only enroll in research credits if they are certain that they will ultimately pursue a research-based degree.

During the upcoming year, the current rules regarding the types of credits that can be applied toward a specific degree will be reviewed by the Graduate Faculty Council; it is possible that changes will be recommended by that body and then considered by the University Senate. The Graduate Faculty Council members (who hail from every department on campus and every non-departmental program) will be able to keep their departments informed about discussions related to this and other topics. In addition, the agenda and minutes for all Graduate Faculty Council meetings are available online at: http://www.mtu.edu/gradschool/administration/faculty-council/.